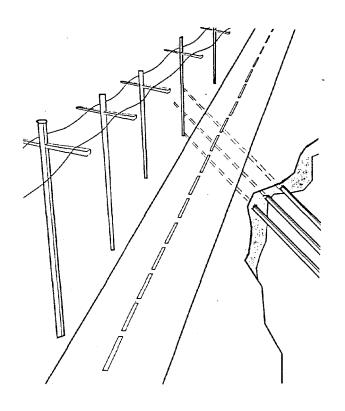
UTILITY PERMIT APPLICATION GUIDELINES





South Central Region

State Highway Crossing Permit Application CHECKLIST

Compl	ete the "Application for Utility Permit or Franchise"
	Determine appropriate Category 1, 2, 3, or 4: (Ch. 1, Attachment 1-3, pg. 8-12) (if unsure, contact the South Central Region Utility Office at 509-577-1788/1785)
	Review the General Provision on the back side of the Application
Compl	ete the Facility Description Sheet
Prepar	e and Include Diagrams/Plans for Exhibits
Diagra	ms/Plans shall include the following:
	Construction Details with
	A cross section of the proposed installation.
	Highway features noted to pinpoint location of proposed crossing. (Note the distance from a bridge, road intersection, milepost marker, ect.)
	Details of the proposed excavation needed to install the facility; dimensions, side slopes, protection, etc.
	Proposed hours of work and duration of work.
	Protection of work site.
	Traffic control measures.
the hig	proposal includes the installation of any above ground object within hway right of way (pole, post, hydrant, vent pipe, valve box, etc.) t South Central Region Utility Office for further information needed ress protecting the object safely.

General Definitions

Highway A general term denoting a street, road or public way for the

purpose of vehicular travel, including the entire area within

the right of way.

Conventional Highway An arterial highway without access control.

Limited Access Highway A highway upon which the rights to ingress and egress, light,

view and air are controlled by law.

Full Control of Access Preference to through traffic is provided by prohibiting at

grade crossings or connections.

Partial Control of Access

Preference to through traffic is provided by restricting access

connections to selected public roads. There may be some at

grade crossings and private driveway connections.

Modified Control of Access Preference to through traffic is provided to the degree that

most approaches existing and in use at the time of

establishment may be allowed.

Roadway Prism The portion of the highway right of way between the ditch

lines, curb lines or toe of fills.

Roadway The portion of a highway including shoulders, for vehicular

use.

Edge of Pavement The edge of the traveled way (fog line) not including

shoulders and parking lanes.

Utility Permit Granted for occupancy of highway right of way for utility line

crossings and/or utility line installations of 300 feet or less

longitudinal to the highway.

Utility Franchise Granted for occupancy of highway right of way for utility line

installations exceeding 300 feet longitudinal to the highway.

Restoration A general term denoting replacing, repairing or otherwise

rehabilitating the right of way to the same or equal conditions

as before any change or construction thereon.

A-l

Category 1 (Extensive Impact)

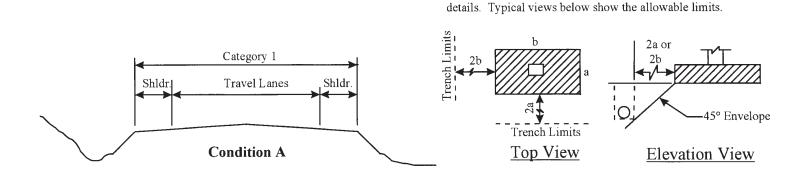
Utility installations within this category include any or all of the following conditions:

- A. Longitudinal installations located within the roadway prism between the outside edges of the shoulders.
- B. Longitudinal Installations located within limited access.
- C. Installations requiring open cuts of the paved roadway.
- D. Installations attached to any bridge or structure.
- E. Buried installations located within the zone of influence of a bridge footing.
- F. Installations which are a variance to the requirement of the Utility Accommodation Policy.
- G. Above ground installations for which a Control Zone reclassification approval is required.

The application will include:

- The Utility Facility Description Form
- Utility developed plans which describe the installation in detail.
- Utility developed data which convincingly justifies the installation.
- Relocation records for above ground object installations.

These applications will be reviewed in detail by more than one DOT office.



The Bridge and Structures Office shall approve all excavations and borings below the bottom of footing, seal, or pile group which are within a horizontal distance from the edge of a structural footing equal to twice the width of the footing, or below the

45° envelope from the bottom of the footing as shown in the following

Category 2 (Possible Impact)

Utility installations within this category include any or all of the following conditions:

A. Longitudinal installations located within an area described as:

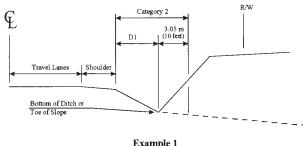
The horizontal distance (D1) from the outside edge of the shoulder to the bottom of ditch or toe of slope plus either;

- 1. 3.05 meters (10 feet), or:
- 2. The horizontal distance (D2) to a point 1.52 meters (5 feet) from the R/W line whichever is less.(See examples below.)
- B. Above ground installations for which a Control Zone 5/15 reclassification approval is required.
- C. Installations which are relocated as a result of DOT highway project.
- D. Installations requiring a notice of filing.
- E. Installations requiring environmental permits.
- F. Limited access highway crossings.
- G. Installations for which an individual bond is required.
- H. Installations by a utility which has repeatedly violated the requirements of the Utility Accommodation Policy during previous facility installations.
- I. Drainage

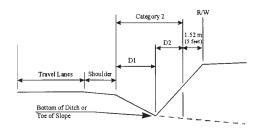
The application will include:

- The Utility Facility Description Form
- Utility developed plans and data which adequately describes the installation and any special features.
- Relocation records for above ground object installations.

These applications may require review by more than one DOT office.







Example 2

Category 3 (Minimal Impact)

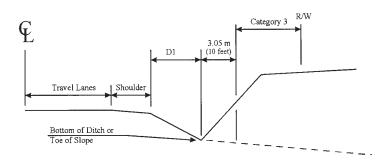
Utility installation within this category include any or all of the following conditions:

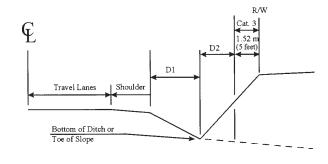
- A. Longitudinal installations located **beyond** an area described as:
 - The horizontal distance (D1) from the outside edge of the shoulder to the bottom of ditch or toe of slope plus either;
 - 1. The horizontal distance (D2) to a point 1.52 meters (5 feet) from the R/W line or;
 - 2. 3.05 meters (10 feet); whichever is less.(See examples below.)
- B. Non-exempt same side service connections.
- C. Non-limited access highway crossings.
- D. Above ground installations complying with the Control Zone Location III object definition.
- E. Installations involving a change in capacity of facilities located within existing conduits or on existing poles.

The application will include:

- ◆ The Utility Facility Description Form
- Relocation records for above ground object installations.
- Justification for utility location if proposed between a point 3.05 meters (10 feet) beyond the bottom of the roadway ditch or toe of fill and a point 1.52 meters (5 feet) inside of the WSDOT right of way.

These applications will be reviewed in the Region Utilities Office to verify data submitted.





Example 2

Category 4 (Exempted Same Side Service Connections)

Utility installation within this category include same side service connections meting all of the following requirements:

A. A service connection of a size which:

1.	Power	is 15kv or less
2.	Telephone	is 25 pair or less
3.	Natural Gas	is 1 ¼" I.D. or less
4.	Gravity Sewer	is 4" I.D. or less
5.	Forced Sewer	is 2" I.D. or less
6.	Water	is 1" I.D. or less
7.	Television	is ½" O.D. or less

8. Fiber Optic Communication serves 4 or less residential units.

- B. Installation will not require open cuts of the paved roadway.
- C. The service must originate at an existing Franchised or Permitted facility.

These installations will not require a permit; provided that,

- Written confirmation of compliance to the above requirements is submitted to the Maintenance Office.
- Installations will conform to the requirements of the Utility Accommodation Policy.
- ♦ Telephone notification will be made to the Maintenance Office prior to beginning work on the highway right of way.

CATEGORY 4 Utility Confirmation of Compliance



Date:	
REGIO	N: AREA MAINTENANCE OFFICE
UTILITY:	
Contact:	
Phone:	
Fax:	
UTILITY'S CONTRACTOR:	
Contact:	
Phone:	
Fax:	
Existing Permit or Franchise No	.
Service Connection:	
Size Material	Type
When:	
Date	Time
Where:	
SR Mile Post	Vicinity of
This installation will conform to the re Accommodation Policy.	equirements of WAC 468-34-110 and the Utilities
Name	Authorized Signature
SYMBOLS: Right of Way (R/W)	
Edge of Pavement (EOP)	

PLAN - UTILITY LOCATION

(Show North Arrow)

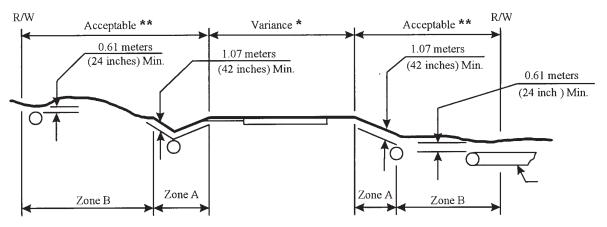
Instruction to complete "Application for Utility Permit or Franchise"

- (1) For Washington State Department of Transportation (Department) use only. Department assigned Permit/Franchise Number.
- (2) Check appropriate type, either Permit, Franchise, or Franchise Amendment, Consolidation or Renewal. More than one box can be checked. Contact Regional Utilities Engineer for clarification if necessary.
 - Check appropriate Category Type, 1, 2, or 3. Category Definitions are further explained on other pages. See the procedures and other form if it is determined the installation is a Category 4.
- (3) Brief description of the proposed installation, e.g. 25X aerial cable, 15Kv buried power.
- (4) Enter State Route number.
- (5) Beginning Milepost of Facility.
- (6) Ending Milepost of Facility.
- (7) County in which the facility is being proposed.
- (8) Quarter (¼) Section description in which the beginning of the proposed facility is to be placed. (example, NE ¼ of SE ¼)
- (9) Enter Section number in which the beginning of the proposed facility is to be placed.
- (10) Enter Township number in which the beginning of the proposed facility is to be placed.
- (11) Enter Range number in which the beginning of the proposed facility is to be placed.
- (12) Quarter (¼) Section description in which the end of the proposed facility is to be placed. (example, NE ¼ of SE ¼)
- (13) Enter Section number in which the end of the proposed facility is to be placed.
- (14) Enter Township number in which the end of the proposed facility is to be placed.
- (15) Enter Range number in which the end of the proposed facility is to be placed.
- (16) Enter the proper fee from the top of the form. (Make checks or money orders payable to "Washington State Department of Transportation".)
- (17) Name of applicant such as "Acme Power", address of applicant, telephone number including are code, applicant authorized signature, print or type name, enter title, enter date of application, enter Federal Tax ID or Social Security Number.

	Perm	it/Franchise	No.	1				
Applicant - Please print or type all inform	nation							
Application is Hereby Made For: Permit Franchise Franchise Franchise	Amendm Consolidation \$ Renewal \$			Category 1 \$5 Category 2 \$3 Category 3 \$1	00.00			
Intended Use of State Right of Way is to Constru	ct, Operate, and	d Maintain a:						
3						on a portion of		
State Route 4 (at/from) MilePost	5 to N	Mile Post	6	in	7	County,		
to begin in the 8 Sect	ion 9	Township	10	North: Range	11)	West/East W.M.		
and end in the 12 Sect	ion 13	Township	14	North: Range	15)	West/East W.M.		
costs incurred by the Department on the behalf of Checks or Money Orders are to be ma		o "Washin	gton St	ate Departme	nt of Tran	sportation."		
Applicant (Referred to as Utility)		Applicant Authorized Signature						
Address		Print or Type Name						
City State Zip	Code	Title		***				
Telephone		Dated this		day of				
Applicant Reference (WO) Number		Federal Ta	x ID Numi	per or Social Securi	ty Number			
Authoriza	tion to Occup	y Only If A	Approve	d Below				
The Washington State Department of Transportation re applicable) subject to the terms and conditions stated in reference made a part hereof: Construction facilities prowithin three years from date of approval.	the General Provi	isions, Special application sha	Provisions all begin wi	, and Exhibits attac	hed hereto a	nd by this		
Exhibits Attached	For Departi			ent Approva	l			
		Ву	•					
		Tir	tle:					
		Da	ate:					
		_	piration [)ate [.]				

Page 1 of 2

Requirements Involving Underground Utility Encroachments



Typical Longitudinal Detail

* Shoulders, all traffic lanes and medians

** "Uniform alignment and grade as near as practicable to the right of way line."

Utility facilities shall be buried in accordance with the Provisions for Permits and Franchises.

Zone A is the area within the foreslope and backslope where routine maintenance operations generally occur. This area is defined as 1.52 meters (5 feet) beyond the bottom of the ditch or 4.5 meters (15 feet) beyond the edge of the shoulder, whichever is further.

Zone B is the area outside of the roadway and Zone A.

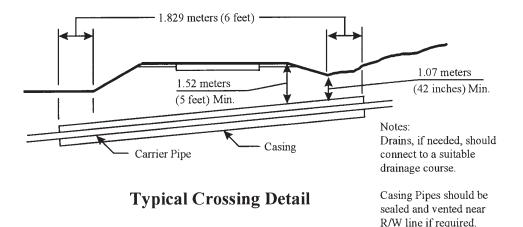
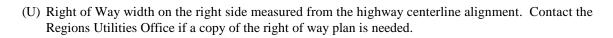


Figure 1-5

Instruction to complete "Utility Facility Description" Form

- (A) Utility Contact. The Company representative who is most knowledgeable about the proposed installation
- (B) Telephone number including area code of Utility Contact.
- (C) For Utility Use. Utility reference number/work order number.
- (D) For WSDOT Use. Department assigned permit/franchise number.
- (E) Enter State Route number.
- (F) Scenic classification designation of the affected section of highway from the Accommodations Policy. (See the Route Information Sheets or contact the Department's Regional Utilities Office)
- (G) Access control designation of affected section of highway. (See the Route Information Sheets or contact the Department's Regional Utilities Office)
- (H) The beginning milepost of the proposed facility. (nearest hundredth of a mile)
- (I) The ending milepost of the proposed facility. (nearest hundredth of a mile)
- (J) Milepost (MP) of reference point, e.g. MP 8.80, Smith Road, or MP 9.00, Milepost Sign. (Possible reference points may include an intersection, junction, highway structure, etc.)
- (K) Distance from Reference MP to the beginning of the proposed facility, e.g. 560 feet (170.68 meters) west.
- (L) Description of facility. Be as complete as possible including changes in size, type or capacity of facility.
- (M) Beginning Milepost and ending Milepost of distinct sections of the proposed facility, or Milepost of the crossing. Make an entry for each unique section, change in alignment, size, capacity, etc.
- (N) Location of the facility (Left, Right, Crossing) with respect to the painted centerline of the highway looking toward increasing Milepost.
- (O) Distance from the centerline to the proposed facility.
- (P) Distance from the Edge of Traveled Way to the facility.
- (Q) Depth or height of facility from finished grade.
- (R) Horizontal distance from outside edge of shoulder to bottom of ditch or toe of slope.
- (S) Description of facility to be constructed.
- (T) Right of Way width on the left side measured from the highway centerline alignment. Contact the Regions Utilities Office if a copy of the right of way plan is needed.



(V) Enter remarks to further describe the facility placement.

• •	Contact Person		_	Field Conta	act Phone Num	ber Applica	nt Reference (WO) Number	r	Pe	rmit/Franchise No.		
State Route	Highway Scenic Class Access Control			J	Begin MP End M		MP Reference MP			Distance and Direction (From nearest reference MP)		
E	F F		G G		H		J)		K		
			·			Facilit	y Detail					
Lt/ Offset Dis				stance	R				W dth	Remarks Including Pertinent Topography Info. (Turnouts, Road Approaches, Intersections, Cut, Fill, Culver		
MP to MP	Rt/ Xing	From Centerline	From Traveled Way	Depth/ Height	D ₁	Item to be I	nstalled / Constructed	Left	Right	Guardrail, etc.) Xing Technique, Control Zone Obj Enter-Leave R/W		
	N	0	P	0	R	(S	T	U	V		
								-				

Attachment 1-3

Justification/Variance Procedures

Applications with proposed installations in the following areas, must also include the following support data to justify the installation.

Longitudinal installations outside the roadway prism within the right of way of an access controlled highway.

- Extreme difficulty of alternative installations --- example, problems encountered with rock outcroppins, environmentally sensitive areas, water, large trees, inaccessibility, etc.
- Unreasonably costly --- cost of installation within limited access right of way versus the cost of installation outside limited access right of way (frontage road, private easement, etc.)
- Describe the alternatives and the basis for selecting the proposed installation versus the alternates.
- Will the installation as proposed by this franchise or permit adversely affect the design, construction, stability, traffic safety, and operation of the highway.
- Is routine maintenance necessary? If so, can the utility be maintained without access from the through traffic roadway or ramps?
- Include pictures and typical cross-sections. Cross sections must include the locations of existing and proposed utilities with reference to centerline and edge of pavement.
- Any additional information that would support the application request.

<u>Aerial installations on a scenic class "A" or "B" highway where</u> aerial facilities are nonexistent within the right of way.

- Installation in an alternate location outside the right of way is extremely difficult, there are problems with alternate installation, and/or unreasonably costly -- cost comparison.
- Buried installation is not technically feasible (e.g. power line voltage in excess of 35 KV) or is unreasonably costly --- cost comparison.
- Describe the alternatives and the basis for selecting the proposed installation versus the alternates.
- Type of construction --- trim line poles, short cross arms, low visibility.
- Location of pole line --- in trees, above or below roadway/viewing plane, on the side with the least view.
- Will the installation as proposed by this franchise or permit adversely affect the structural integrity, maintenance, appearance or operation of the highway.
- Include pictures and typical cross-sections. Cross sections must include the locations of existing and proposed utilities with reference to centerline and edge of pavement.
- Any additional information that would support the application request.

Open cuts of state highway traveled lanes and shoulders. The proposed installation could be longitudinal to, or crossing of the highway.

- Installation in an alternate location outside the right of way is extremely difficult, there are problems with alternate installation, and/or unreasonably costly -- cost comparison.
- Describe the alternatives and the basis for selecting the proposed installation versus the alternates.
- Type of traffic control, detours, etc.
- Will the installation as proposed by this franchise or permit adversely affect the structural integrity, maintenance, appearance or operation of the highway.
- Is this section of highway scheduled for reconstruction or paving? If so, provide schedule of State and Utility work.
- Include pictures and typical cross-sections. Cross sections must include the locations of existing and proposed utilities with reference to centerline and edge of pavement.
- Width and surfacing material of the traveled lanes and shoulders.
- Any additional information that would support the application request.

Longitudinal Installations Within Any Median.

- Installation in an alternate location outside the roadway median is extremely difficult, there are problems with alternate installation, and/or unreasonably costly -- cost comparison.
- Describe the alternatives and the basis for selecting the proposed installation versus the alternates.
- Type of traffic control, detours, etc.
- Will the installation as proposed by this franchise or permit adversely affect the structural integrity, maintenance, appearance or operation of the highway.
- Include pictures and typical cross-sections. Cross sections must include the locations of existing and proposed utilities with reference to centerline and edge of pavement.
- Width and surfacing material of the traveled lanes and shoulders.
- Any additional information that would support the application request.

	Washington State Department of Transportation
--	--

Application for Utility Permit or Franchise

			Pe	rmit/Franchise	No.					
Applicant - Please print or	type all in	formation								
Application is Hereby Made For:		_				Category 1 \$5 Category 2 \$3 Category 3 \$1	00.00			
Intended Use of State Right of W	√ay is to Cor	nstruct, Ope	rate, a	nd Maintain a:						
proposed aerial and underground 12.5KV power facility										
State Route SR 163 (at/fro	m) MilePost	33.99	to	o Mile Post	34.24	in	King	County		
to begin in the	Œ 1/4	Section	33	Township	21	North: Range	4	₩eet/East W.M.		
and end in the $SW 1/4 \mathcal{D}$	E 1/4	Section	33	Township	21	North: Range	4	₩est/East W.M.		
costs incurred by the Department Checks or Money Orders New Electric Power Compan	s are to be			to "Washir	ngton Si		nt of Trai	nsportation."		
Applicant (Referred to as Utility)	· <u>y</u>			Applicant	Authorized	I Signature				
123 South 4th Avenue				John De						
Address				Print or Ty	•					
Wahkjakum City	WA State	99999 Zip Code		Line Ex	tension :	Manager				
(201)642-1127 Telephone	_	Zip Code		Dated this	31st	day of $\underline{\mathit{T}}$	ebruary	, <u>1997</u>		
X1234 John Doe				91-1234			'6 . Al I			
Applicant Reference (WO) Number						ber or Social Secur	ity Number			
The Washington State Department o applicable) subject to the terms and o reference made a part hereof: Const within three years from date of approv	f Transportation conditions state	on referred to ted in the Gen es proposed u	as the eral Pre nder th	ovisions, Special is application sh	ereby gran I Provision all begin w	ts this document (P s, and Exhibits attac	ched hereto a	and by this		
Exhibits Attached		For	рера	rtment Use						
_AIIDIS Attached				B	·	nent Approva				
				Ti	tle:					
				D	ate:					
				E	xpiration !	Date:				
OOT Form 224-696 EF Revised 3/97		-								

Washington State Department of Transportation
Department of Transportation

Utility Facility Description

Applicant Field (Contact Person	F	Field Contact Phone Number	Applicar	nt Reference (WO) Number	Permit/Franchise No.		
John Doe			(321) 642-1127		X1234			
State Route			Begin MP	End MP	Reference MP	Distance and Direction (From nearest reference MP)		
163	C	Non	e 33.99	34.24	MP 33.90	498' NW of 364th Street		

Proposed 12.5KV aerial and underground power facilities.

						Facility Detail			
	Lt/		Offset Dis	stance		Description	R/ Wie		Remarks Including Pertinent Topography Info. (Turnouts,
NAMP Rt/Xing From From Traveled Way Depth/ Height D1		Item to be Installed / Constructed	Left	Right	Road Approaches, Intersections, Cut, Fill, Culvert, Guardrail, etc.) Xing Technique, Control Zone Obj., Enter-Leave R/W				
	Rt	46'	34'	30'		Aerial - Proposed 12.5KV		<i>50</i> ′	Connect to Exist. Pole, Fran. 4762
34.06	Rt	46'	34'	30'		Aerial - Proposed 12.5KV		50'	Aerial to new pole
	Xing			30'		Aerial service crossing	50'	50'	Attach to pole Rt to outside RW Lt.
34.12	Rt	46'		30'		Aerial - Proposed 12.5KV		50°	end aerial at new pole with down guy
	Xing			5'		Proposed 12.5KV Underground	50'	50'	2" BIP Casing
34.24	Lt	48'	36'	24"		Proposed 12.5KV Underground	50°		Connect to Exist U'gnd, Fran 5434
	Xing			5'		Underground service crossing	50'	50'	2" BIP Casing
-									
32	4.06	Rt/Xing Rt 4.06 Rt Xing 4.12 Rt Xing 4.24 Lt	Rt Xing From Centerline Rt 46' 4.06 Rt 46' Xing 4.12 Rt 46' Xing 4.24 Lt 48'	Rt	Rt/Xing From Centerline From Traveled Way Depth/Height Rt 46' 34' 30' 4.06 Rt 46' 34' 30' Xing 30' 4.12 Rt 46' 30' Xing 5' 4.24 Lt 48' 36' 24"	Rt	Rt	Lt	$ \begin{array}{c ccccccccccccccccccccccccccccccccccc$

DOT Form 224-697 EF Revised 3/97

Exhibit "B" Page _1_ of _1_ Pages

